

**CA-PMM**Project Name: Web-CMR/ELROCIO Project #: 4265-7Department: CDPHReporting Period: From: To:**Team Member to Project Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
<b>Accomplished this week</b>			
<b>Planned/Scheduled Completion in Next Two Weeks</b>			
<b>Status Summary</b>	<b>Yes/No</b>	<b>Explanation</b>	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

**Status of Assigned Issues**

Issue Number	Description	Due Date	Status
--------------	-------------	----------	--------

**CA-PMM**

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: To:

**Team Member to Project  
Manager**


**CA-PMM****Project Name:** Web-CMR/ELR**OCIO Project #:** 4265-7**Department:** CDPH**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	PM and project sponsor are monitoring progress closely. <b>We have revised the project schedule.</b>
2. Were any key milestones or deliverables rescheduled?	Yes	See above	Integration and user acceptance testing have been delayed by <b>2 months</b> due to the H1N1 flu outbreak.	<b>PM and project sponsor are monitoring progress closely. We have revised the project schedule.</b>
3. Was work done that was not planned?	No			
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	See above	Integration testing	
8. Are there any new major issues?	Yes	See above		
9. Are there any staffing problems?	Yes	See above		

## CA-PMM

Project Name: Web-CMR/ELR

OCIO Project #: 4265-7

Department: CDPH

Reporting Period: From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

### Look Ahead View

Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	PM and project sponsor are monitoring progress closely. We have revised the project schedule.
2. Do any key milestones or deliverables need to be rescheduled?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
3. Is there any unplanned work that needs to be done?	Yes	Preparing for a future H1N1 outbreak, we may have some project resource assigned to assist with the outbreak management.	The project has been tasked to come up with a plan to implement a limited version of CalREDIE to assist CDPH and local health department with the capturing of H1N1 incidents, managing the outbreak, and provide real-time and accurate numbers that are reported to CDC, WHO, the Governor's office and the press.
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

7. Are there any scheduled tasks whose start will likely be delayed?	Yes	We have extended unit testing, delayed integration and user acceptance testing. This has impacted the start of pilot.	
8. Are any major new issues foreseeable?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	
9. Are any staffing problems anticipated?	Yes	H1N1 Flu outbreak, project resources were re-assigned to assist with investigation and information gathering.	

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

### Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

Continue to conduct Unit testing.

Continue to develop test scripts for the Integration and User Acceptance testing.

Conducted 5 different training sessions. 2 of these training session included participant for the Pilot local health departments.

Completed the build of the Staging environment.

Purchased and received the hardware for the Production environment.

### Project Milestones:

*List key milestones and their dates from the project schedule.*

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
Project Planning	6/30/08	9/30/08	Done	Dates were revised to align to contract execution and the project schedule	7/17/08
Install Hardware/Software	8/31/08	7/1/09	On Target	Dates were revised to align to contract execution and the project schedule	
Configure Software	11/30/08	5/13/09	On Target	Dates were revised to align to contract execution and the project schedule	
<b>Testing</b>					
Planning & Testing Scripts	11/30/08	7/10/09	On Target	Dates were revised to align to contract execution and the project schedule	
Unit & system integration	2/28/09	7/10/09	Delayed	Dates were revised to align to contract execution and the project schedule	

**CA-PMM****Project Name:** Web-CMR/ELR**OCIO Project #:** 4265-7**Department:** CDPH**Reporting Period:** From: 6/1/09 To: 6/30/09**Project Manager to Sponsor**

User Acceptance	3/31/09	9/7/09	Delayed	Dates were revised to align to contract execution and the project schedule	
<b>Training</b>					
Pilot	11/30/08	5/4/09	Delayed	Dates were revised to align to contract execution and the project schedule	
Traing-the-trainer	11/30/08	6/18/09	Delayed	Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	5/31/10	6/30/10	On Target	Dates were revised to align to contract execution and the project schedule	
<b>Implementation</b>					
CDPH	6/30/09	1/12/10	Delayed	Dates were revised to align to contract execution and the project schedule	
Pilot	6/30/09	1/12/10	Delayed	Dates were revised to align to contract execution and the project schedule	
LHDs, Providers, Laboratories	6/30/10	6/30/10	Delayed	Dates were revised to align to contract execution and the project schedule	
PIER	6/30/11	5/31/11	Delayed	Dates were revised to align to contract execution and the project schedule	

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

### Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
OneTime Cost	X			
Continuing Cost	X			

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/30/09

## Project Manager to Sponsor

**CA-PMM****Project Name:** Web-CMR/ELR**OCIO Project #:** 4265-7**Department:** CDPH**Reporting Period:** From: 6/1/09 To: 6/3/09**Sponsor to Executive  
Committee****Summary Milestones and Highlights**

<b>Project Milestones:</b> <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
<b>Milestone</b>	<b>Target Date</b>	<b>Forecast Date</b>	<b>Status</b>	<b>If Delayed, Impact to Implementation Date</b>	<b>Date Completed</b>
Project Planning	6/30/08	9/30/08	Done		7/17/09
Install Hardware/Software	8/31/08	7/1/09	On Target		
Configure Software	11/30/08	5/13/09	On Target		
<b>Testing</b>					
Planning & Testing Scripts	11/30/08	7/10/09	On Target		
Unit & system integration	2/28/09	7/10/09	Delayed	Pilot implementation has been delayed	
User Acceptance	3/31/09	9/7/09	Delayed	Pilot implementation has been delayed	
<b>Training</b>					
Pilot	11/30/08	5/4/09	Delayed	Pilot implementation has been delayed	
Traing-the-trainer	11/30/08	6/18/09	Delayed	Pilot implementation has been delayed	
LHDs, Providers, Laboratories	5/31/10	6/30/10	Delayed	Pilot implementation has been delayed	
<b>Implementation</b>					
CDPH	6/30/09	1/12/10	Delayed	Pilot implementation has been delayed	
Pilot	6/30/09	1/12/10	Delayed	Pilot implementation has been delayed	

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/3/09

## Sponsor to Executive Committee

LHDs, Providers, Laboratories	6/30/10	6/30/10	Delayed	Pilot implementation has been delayed	
PIER	6/30/11	5/31/11	Delayed	Pilot implementation has been delayed	

<b>Variances</b>				
Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".				
* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule	X			
Milestones	X			
Deliverables	X			
Resources	X			
One Time Cost	X			
Continuing Cost	X			

**CA-PMM****Project Name:** Web-CMR/ELR**OCIO Project #:** 4265-7**Department:** CDPH**Reporting Period:** From: 6/1/09 To: 6/3/09**Sponsor to Executive  
Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0	Green
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0	Green
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0	Green
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0	Green
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	0	Green
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0	Green
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0	Green
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0	Green
	Medium	1		

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/3/09

## Sponsor to Executive Committee

	Weak	2	5
--	------	---	---

## CA-PMM

**Project Name:** Web-CMR/ELR

**OCIO Project #:** 4265-7

**Department:** CDPH

**Reporting Period:** From: 6/1/09 To: 6/3/09

## Sponsor to Executive Committee

10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	0	Green	
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	
	Moderately Effective	1			
	Ineffective	2			
<b>Total</b>			<b>0</b>	<b>G</b>	

Green = 0 - 8  
Yellow = 9 - 19  
Red = 20+

### Vendor Viability Rating Rationale